

STATE OF MISSOURI



Information Technology Advisory Board

June 28, 2006 Meeting Minutes

Attendees:

Gary Lyndaker, ITAB Chair, CIO ITSD/DMH

Bill Bott, Deputy for Operations; Chris Wilkerson, Deputy for Infrastructure; and Arlan Holmes, Deputy for Administration sitting in for Dan Ross, CIO ITSD

Adams, Steve – ITSD/DSS	Davis, Rob – ITSD/DOLIR	Jobe, Elena – ITSD/DNR	Reed, Phil – ITSD/DHSS
Beckwith, Rich – House of Representatives	Dwyer, Tim – Insurance	Kirby, Joe – MDC	Renick Cindy – SAO
Burnette, Harold - DPS	Falter, Jeff – ITSD/SEMA	Lanclos, Ryan – ITSD/MDA	Roggero, Jim – OSCA
Burris, Kathy – ITSD/DOC	Gerling, Richard – MO Ethics Commission	Miller, Mike – MoDOT	Willingham, Mary – Public Defender
Byers, Chip – MOREnet	Gronauer, Cliff – MSHP	Moeller, Daniel – STO	
Clark, Christy – ITSD/DED	Hodge, Gina – ITSD/DHE	Reed, Phil – ITSD/DHSS	

Gary Lyndaker called the meeting to order at 8:31 a.m.

PRESENTATIONS/DISCUSSION ITEMS

There were no presentations.

ACTION ITEMS

1. ITAB May 31, 2006 meeting minutes were presented for approval. Steve Adams motioned to approve, Jim Roggero seconded, and the minutes were accepted.

GENERAL BUSINESS

1. **CIO Discussion** (Bill Bott, Chris Wilkerson & Arlan Holmes provided brief reports in the absence of Dan Ross who was out due to surgery.)

Bill Bott Reported on Consolidation News/Updates:

- a. **ITSD Consolidation Kickoff Event** - The event was held on June 16th. Approximately 900 ITSD folks came to the Miller Performing Arts Center in Jefferson City to attend. Bill stated the event was a success and thanked everyone involved for all the effort in bringing it together.
- b. **Organizational Charts/Filling of Remaining Positions** - Regarding the organizational chart and associated efforts, Bill reported that the structure of the consolidation in the CIO's office is being based around the 10 functional areas of IT. They have been combined into seven 'boxes'; three of which rose to a Deputy level, while four are classified/referred to as 'directors' of certain areas. The org chart can be found on the CIO Internet site. All four of the director's positions should be announced in early July.
- c. **AD/Exchange Migrations** - Since the last ITAB meeting, Corrections was completed. 20% of the consolidation is now in the AD environment, on schedule, and on budget.
- d. **Training Plans Needed** – Training plans for each organization (for consolidated departments) need to be submitted to Dan Ross before the next IT Directors Meeting to be held near the end of July.

Chris Wilkerson Reported on Statewide Type News/State CIO Issues:

- e. **Digital Technology Summit** - The MO Digital Technology Summit took place here in J.C. on June 15th. Chris conveyed thanks to all those who put so much hard work into organizing efforts for the Summit, particularly to Jan Grecian, who spent endless hours bringing it together. He also gave thanks to all of the vendors who participated in the event. It was noted that Missouri is the only State that does not charge an admission fee for their Digital Technology Summit. Prompt feedback from attendees, regarding State government and vendor perspectives was encouraged. Feedback should be submitted to Jan Grecian.
- f. **Converged Network Update** – Chris thanked Mr. Miller and the vendors for participating in approximately seven hours of meetings held at the National Guard to review the RFP, item by item. Much work remains before proposals can be submitted. Chris stressed that vendor community suggestions need to be given as to what can be done to make improvements where necessary. The process will continue to ensure the RFP is written and formatted, correctly and effectively.

Instructions are that all communications, especially from vendors, dealing with the Converged Network RFP must go through Karen Boeger.

- g. **Content Management** – Content Management initiatives are underway across state government in all agencies, both consolidated and non-consolidated. Meetings were held with Rich Aubuchon and Tom Sadowski, among others, to discuss what groups need to get together to effectively form an enterprise solution for content management. A decision was made to get the FMAC group as well as each agency's director of administration involved. Chris described content management as the entire scope of all media that we deal with. This meeting between the FMAC group and agency director's of admin should be scheduled within the next month.
- h. **Voice Costs** – Investigations are currently underway, to discover what is currently being paid for voice costs. Chris noted this involves more than simply considering monthly service costs. Staff is working to compile a list of components that make up the total voice costs. Once this task is completed, Chris will present the findings to the ITAB group, asking for prompt validation. Findings will then be sent out to the agencies with a request that each agency help identify their costs in the areas noted.

Arlan Holmes Shared the Following:

Arlan noted that many of the applications used, such as in budget, are used regularly statewide. Much of the data for these applications reside in databases. He announced that he is interested in getting all state agencies to share as much data/applications as possible in order to be most effective and efficient. Arlan told the group that careful consideration will be going into the budget processes, as well as into allowing more IT flexibility as we go along. He voiced his appreciation of all the staff who have worked diligently on consolidation efforts in order to quickly supply answers needed.

2. ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)

- a. **Non-Consolidated Agency Participation in Initiatives** - Gary pointed out that in addition to the consolidated agencies efforts, the participation of the non-consolidated agencies in initiatives makes a huge impact. He noted there seems to be a unity which generates more efforts from everyone.
- b. **New ARC Members** - Gary reported that he asked Phil Reed to join the Architecture Review Committee, and, with Joe Koenig's approval, he accepted.

ITAB COMMITTEE UPDATES

- 1. **Architecture Review Committee (Ron Thomas)** – Ron stated everyone should have received an email referring to the documents approved and posted on the web site. He reported that at the June 13 meeting, 13 of the 17 documents submitted, were approved. They came from two different domains and included artifacts related to extract, transform, and load. Also included, was the United States Grid Data Element Standard. There were four unapproved security documents that were put on hold and will be reviewed by HR or the auditor's office.
 - **Security Domain Committee (Lori Kleckner)** - Lori Kleckner told the group that they had a large volume of documents to approve in June since they were not able to attend the May meeting. A Personnel Security Technology area document was submitted, and underneath that, compliance components of security roles and responsibilities, background screenings, separation of duties, and maintaining accounts. These documents were all approved. As Ron mentioned, there were documents not approved which involved personnel issues, such as disciplinary actions, that are currently under review with HR.
Documents were submitted in a system security planning technology area as well, and these documents were approved. However, the compliance components that were submitted with them were considered to have guidelines that were a bit heavy which would make compliance very difficult. These documents will be reviewed with auditors. Another product component was turned in for CS MARS, with an emphasis on security. Another component with an emphasis on application was submitted as well.
- 2. **Digital Media Developers Group (Kevin Lanahan/Bobbie Sue Koelling)** – Debbie Boeckman with DNR reported for Bobbie Sue Koelling.
 - **Contribute Enterprise License** - The DMD had a Macromedia Contribute demonstration at their June meeting. Several agencies have/are implementing Contribute and attendance was good. The DMD is asking ITAB to look into an enterprise license for this software since many agencies are purchasing it.
 - **Web Standards Sub-Committee** - The Web Standards sub-committee (formerly the Brown Study sub-committee) is still meeting and working on an online services survey from agencies. The sub-committee asked for its members to submit this information and will ask all DMD agencies to submit. They hope that with similar language/verbiage on all Web Sites it will help to raise the State of Missouri's Brown Study status.
- 3. **MOTEC Update (Jeff Falter/Laura Mertens)** - Reports were emailed to ITAB group prior to the meeting. Jeff reported that an open CIT Technician position had been reclassified and filled as a Training Tech I. This will allow the position to supply the computer support imaging, and in addition, provide training on programs such as Microsoft Office Products, plus develop and train on SAM.
- 4. **Personnel Committee (Chris Wilkerson)** – No report
- 5. **Project Management Standing Committee (Steve Adams)** –

- **Executive Overview** – Efforts continue with the cabinet members and their deputies to try to put on a 20 – 30 minute presentation of the project management process and how it can be helpful, not only in the IT world, but in other projects as well. An introductory letter was sent to the cabinet members in an attempt to get on their schedules.
 - **Re-Certification Application** – The new Re-Certification application has been on the web for about a month now. Approximately 15 people have started entering their credits into the application. One has completed entering all his/her credits and has been re-certified.
 - **Levels of Projects** – Efforts have progressed with this 'tailoring tool' which goes through a step-by-step process to identify the type of project one has and which project management tools would be best used to manage that project. A graph tool, in Excel spreadsheet, currently in draft-form was developed by Frank Cox & Bernard Collier. Steve stated Frank and Bernard did amazing work in a month's time. They would be glad to do a presentation of the tool to the ITAB once it is out of draft form.
6. **Missouri Network Management Steering Committee (Phil Reed)** – This committee is on 'hold' status, no report.
7. **User Group Coordination (Jeff Falter/Debbie Tedeschi)** – No report
8. **Internet/MOREnet Update (Chip Byers)** – Written reports were emailed to the ITAB group prior to the meeting. Chip reported business as usual.
9. **Statewide Purchasing (Gary Eggen/Karen Boeger)**
- Gary reported that PC Prime Vendor is still under evaluation. The contract with World Wide Technologies was extended through September 30, 2006, and the intent is to keep it going until ready to begin a new contract. New PC & Printer pricing efforts are underway and should be in place shortly after July 1st.
 - Bill Bott asked where we were with the electronic payment area. Gary noted there is a meeting scheduled to work out some of the kinks with the pricing and they will hopefully be finishing up by June 30th.
10. **MO GIS Advisory Council/GIO Update (Ryan Lanclos/Jeff Falter)** –
- **GIS Conference** - Ryan told the group that in February, 2007, a GIS Conference will take place. A postcard referencing this should go out in the next month. He noted this is a great opportunity to get GIS training in Missouri.
 - **MOMAP** - Ryan also reported that the MOMAP (Missouri Mapping Application Portal), a decision support tool, has been installed, and is in the testing phase at this point. It should be launched out on the internet site for use by the end of the first or second week of July. Notifications will be sent when it rolls out.

OPEN DISCUSSION

1. **State Records Management, Mereti Web Site** - Greg Schildmeyer, with the Secretary of State's Record Management, noted that many may recall a series of electronic records training workshops over the last two years dealing with the Mereti project. He announced that the Mereti web site is now complete, up and running including video clips of the instructors speaking/explaining concepts. The address is: <http://www.sos.mo.gov/records/mereti>. He stated there are a lot of good resources supplied on the web site.
2. **ITAB Group, Opportunity & Value in Sharing Information** – Chris Wilkerson stated the ITAB forum allows a great opportunity to share news about significant events/issues happening in specific areas/agencies.

Chris gave the following examples of information he felt was important to share:

- **Ethernet** – He noted the significance of the fact that there have been instances where agencies have been given 10 times the capacity at 60% of the cost, simply by going to Ethernet.
- **Relocations** – Chris noted that in Steve Adams area of DSS, they are in the process of physically relocating from 313 McCarty Street to 1738 East Elm Street. Steve noted they began the move Monday, 6/26/06, and plan to finish physically moving 6/28/06. Plans are to reorganize the rest of that week.
Chris also mentioned another DSS move to 9900 Page. He attended a meeting with Facilities Management and discovered approximately 130 people, from four different agencies, are moving into 9900 Page. Two weeks before the move was scheduled to take place, nothing had been mentioned of the fact that there were 130 DSS people already located at 9900 Page. Per discussions in that meeting, it was discovered that there are 75 relocations currently taking place. In addition, it was noted that there was no one in OA managing all of the moves. Chris stated he believes the management of these types of issues is important and he plans to begin having someone from OA involved in all moves.
- **State Data Center Tours to Focus on Services/Support Provided to Citizens** - Chris noted that in the very near future when tours of the State Data Center are conducted, the emphasis won't be on storage capacity or model numbers, but instead will focus will shift to what is supported there (i.e. the services provided to the citizens that are supported by IT).

In response to Chris' comments, additional subjects of significant interest mentioned were:

- **Medicaid MMIS** – Gary Lyndaker noted that in DSS they are beginning to gather information to prepare a new RFP for Medicaid MMIS, which will have an effect statewide. This will be a tremendously large system, and though it will be a number of years before it is in place, it could potentially have a big affect on anybody serving people in the state of Missouri.

- **CCSDW** – Gary also indicated that both he and Steve Adams are directly involved with CCSDW (Comprehensive Children's Services Data Warehouse), which is an effort to build an interagency data warehouse around children's services. A details requirements phase was recently completed with a vendor. A PAQ is being prepared for the completion of the project. Within the DMH there are also three other initiatives that potentially refer to a similar data warehouse, but with different target populations (mental health transformation, MRDD transformation, and within that, there is another project called MARRA which centers around gathering information on people in the state of Missouri with Autism). These initiatives would serve a need to capture a broad picture of the people with these issues and how they are served across agencies. All of these areas are eventually likely to include data warehouses that cross agency boundary lines and gather similar types of information.
- **PC Recycle** - Steve Adams reported that DSS is finishing up on a project they partnered on with Corrections involving the recycling and distribution of approximately 1,800 PC's (and their installation) over a 10-week period.
- **AS400 Discontinuance** - Gina Hodge reported that DHE is working with Corrections in discontinuing the use of two AS400's.
- **Circuit Consolidation and Network Bandwidth Committee** – Elena Jobe informed the group that she has been asked to chair this new committee being formed and gave a heads up that she will be contacting people to become members to serve on the committee.

Gary Lyndaker agreed to add a place on the agenda to ask the group to share information on significant events/actions taking place.

Mike Miller made a motion to adjourn, Steve Adams seconded the motion, and the meeting was adjourned.

REVIEW OF ACTION ITEMS

Gary Lyndaker agreed to ask the group to share information, during each ITAB meeting, about significant events/actions which may be taking place in their areas.

NEXT MEETING

The next ITAB meeting is scheduled for **Wednesday, July 26, 2006, 8:30 a.m., at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**